

# **ADOT LPA Project Initiation Process for Federally Funded Projects**

**September 11, 2025**

**Presented by Mark Henige  
ADOT LPA Program Manager**

# ADOT Local Public Agency Section

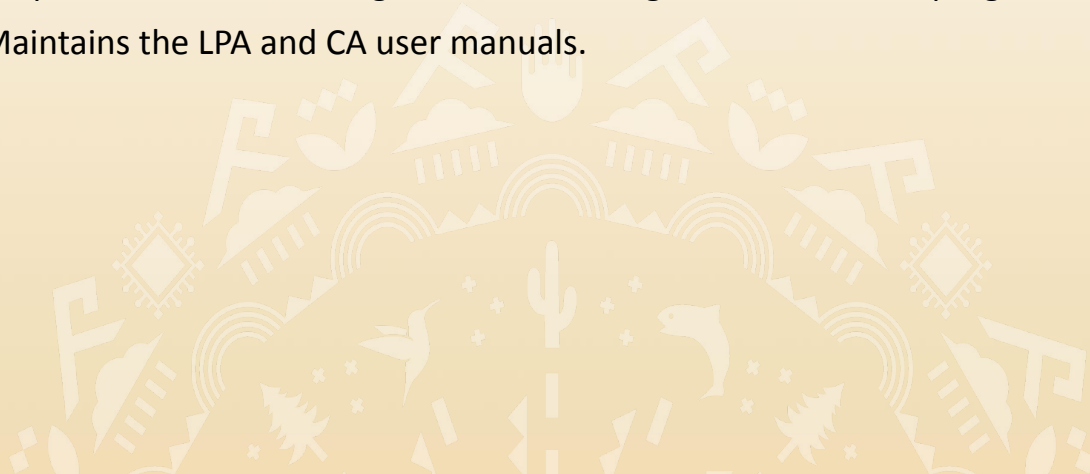
**Purpose: Provide guidance and assistance with federally funded project delivery as well as oversight to local agencies such as Counties, Towns, Cities, and Tribal Governments.**

## **What we do:**

- ❑ Support delivery of the Five-Year Construction Program (25-35-25-15).
- ❑ Communicate with stakeholders.
- ❑ Build trust while advocating for local partners.
- ❑ Provide assistance and guidance pertaining to the Federal-Aid Highway Program.
- ❑ Develop tools and training programs.
- ❑ Conduct oversight and monitoring activities for local projects in accordance with the ADOT/FHWA Stewardship Agreement and O&M Workplan.
- ❑ Process Self-Administration (SA) and Certification Acceptance (CA) requests.
- ❑ Project reporting and tracking.

# Process Branch

- ❑ Develops and carries out processes associated with the oversight and monitoring of local sponsored projects under the Federal-Aid Highway Program.
- ❑ Ensures projects and programs are compliant with federal regulations, laws, and policies.
- ❑ Facilitates training opportunities for local agency partners, including the Project Delivery Academy, LPA Academy, and CA Academy.
- ❑ Responsible for the oversight and monitoring of the CA and SA programs.
- ❑ Maintains the LPA and CA user manuals.

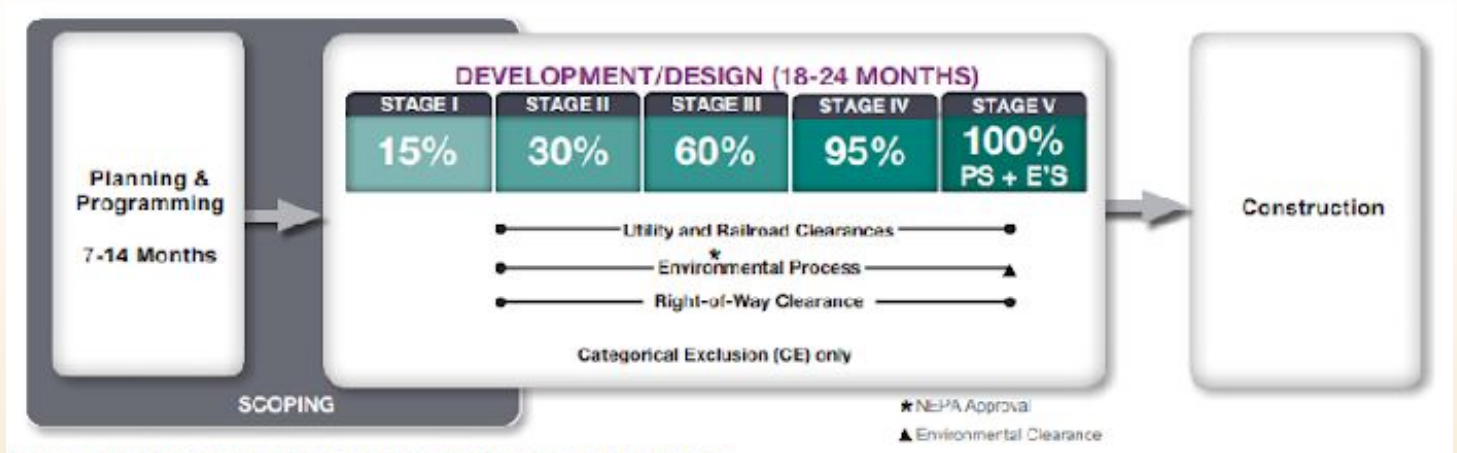


# Program Branch

- Provides the linkage between project planning and project development for local agency partners.
- Provides guidance with the federal process and steps necessary to evaluate and initiate local projects.
- Initiates federally funded projects for local agencies.
- Conducts training and facilitates communications between local agency partners and ADOT Technical Groups as necessary to assist in delivery of projects.
- Administer project delivery for HURF Exchange, Materials Only Procurement Projects, Off-System Bridge (OSB) Program, Transportation Alternatives (TA) Program, and Safe Routes to School Support Programs.

# Project Development Process





The **Federal-Aid Project Development Process** consists of multiple steps.

Let's take a "high level" look at major project milestones...

## Phases

These milestones/phases to satisfy requirements of the federal-aid highway program so the project is eligible for Federal funding \$\$\$.



## LPA Section--Where do we fit??

### Program & Planning

- TAC Meetings & Discussions with Locals, COGs/MPOs, and other agency partners
- Project Initiation
- Project documentation courtesy reviews (CIP/TIP/STIP, SOW, Cost Estimates, Schedules)
- LPA Programs Oversight
  - SRTS Support Program
  - Off-System Bridge
  - HURF Exchange
- Transportation Alternatives
- Training & Guidance
  - One on One Local Coordination Meetings
  - CA Peer Group
  - EDC Innovation Initiative
- Program Process Development & Improvements
- Maintain Process Manuals
- Certified Acceptance Agreements
- Self-Administration Applications (Non-Infrastructure projects only)

### Development

- Serve as liaison between ADOT Technical Groups & Locals
- Provide project status
  - CA Quarterly Update Meetings
  - TAC Meetings
  - PMG Staff Meetings
  - Group Manager's Meeting
  - Local Coordination Meetings
- Oversight & Monitoring federal –aid projects
- Tracking: Are projects within scope, on schedule, and on budget
- Inactive Projects
- Oversee LPA programs from initiation to closeout/final voucher;
  - Review documentation
  - Coordinate IGAs
  - Coordinate Clearances as applicable
  - Submit for authorizations
  - Coordinate payments & invoices
  - Coordinate close out of projects

### Construction

- Monitoring of Obligations and Project Performance Schedules, ensure projects are progressing appropriately
- Construction Site Monitoring
- Track authorization and advertisement dates and work with Locals and Project Managers to coordinate timely delivery
- Monitor Change Orders and Project Agreements to reasonably reflect the Construction cost estimate

### Final Acceptance/ Closeout

- Track project end dates and work with locals and Project Manager to closeout projects
- On LPA programs work with locals to collect and review closeout documents and payments, and process through Final Voucher/Resource Admin Office (HURF)
- Regulatory Compliance Reviews (RCRs)



# Planning & Programming

## PLANNING/ PROGRAMMING

*ADOT partners with Regional Planning Organizations as a conduit for funding to the local agency partners.*

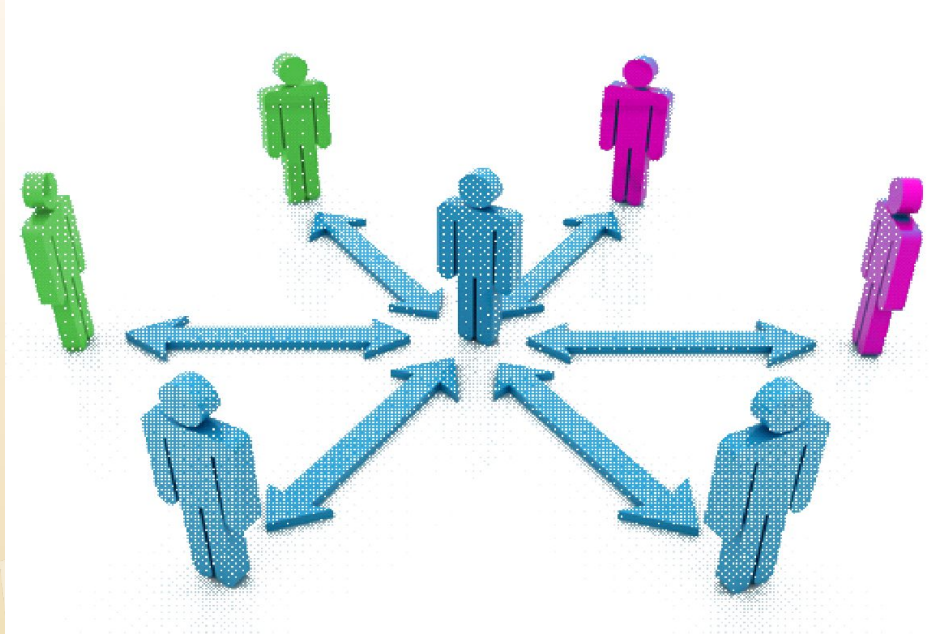
*Regional Planning Organizations include...*

- *Councils of Governments (COGs)*
- *Metropolitan Planning Organizations (MPOs)*
- *Transportation Management Areas (TMAs)*

- Before a project can be initiated, Local Sponsors must apply and be selected for funding through their Regional Planning Organization or through an ADOT Sub-program Call for Projects.
- Applications should identify a realistic preliminary scope, schedule, and budget so that appropriate funding can be programmed.
- All phases of the project must be programmed in the regional TIP.
- Local Sponsors can then start the Project Initiation Process through the ADOT LPA Section.



# PROJECT INITIATION for Local Public Agencies



# Project Initiation with ADOT

## ADOT LPA Section will...

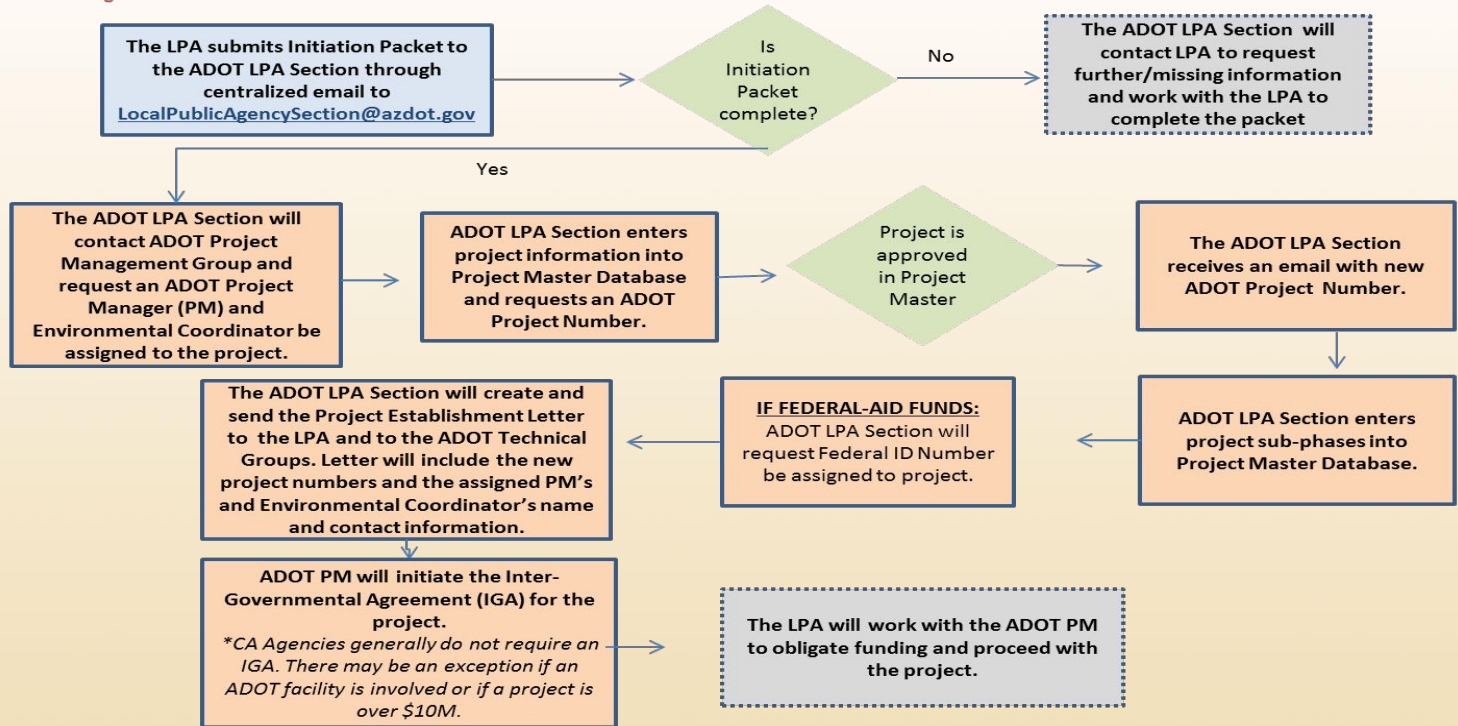
- ❑ Review documents to understand scope, schedule and budget to ensure project is feasible and meets program eligibility requirements.
- ❑ Coordinate with Local Sponsors if revisions are needed.
- ❑ Request ADOT PM and Environmental Planner assignments.
- ❑ Meet with assigned ADOT PM to discuss scoping and project needs.
- ❑ Initiate a project in Project Master Database to request ADOT Project number and Federal ID number.
- ❑ Send an Establishment Letter with the Federal ID Number, ADOT Project Number, and the contact information for the ADOT PM and Environmental Planner.
- ❑ Hand-off project to ADOT PM.

**NOTES:**

- Prior to requesting funding through ADOT, LPA Coordinator should have approval from their local COG/MPO and the project must be added to the COG/MPO's Transportation Improvement Plan (TIP)
- Project Initiation forms and documents can be found on the ADOT website at: <https://azdot.gov/node/14142>
- ADOT LPA Section will initiate the project within 30 days of receiving a **COMPLETED** Initiation Packet.

## Project Initiation Process for Local Public Agencies

=Local Public Agency (LPA)/Project Sponsor
=ADOT
=ADOT and LPA



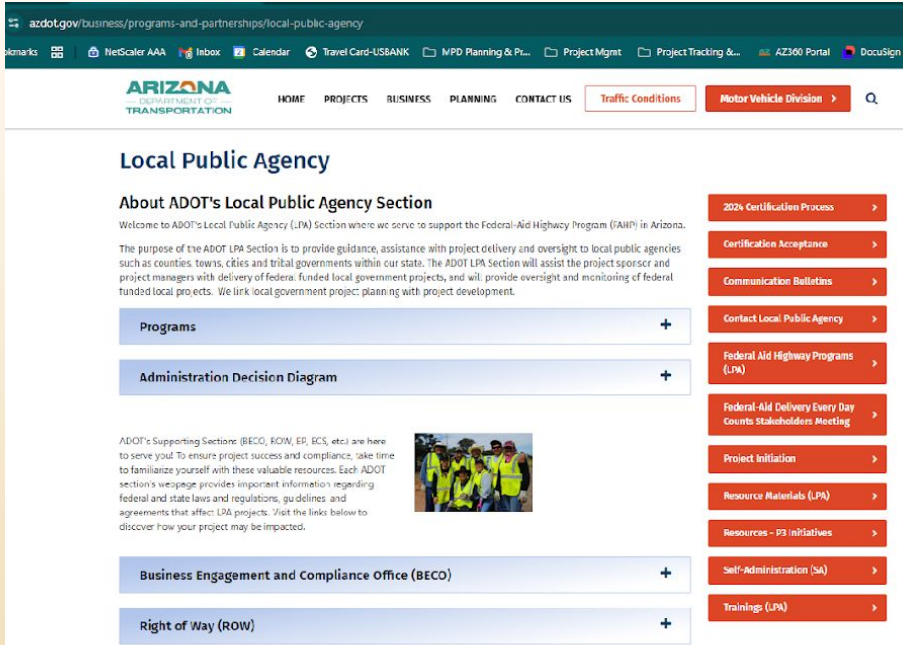
# REQUIRED Forms & Documentation

## REQUIRED Forms:

- Project Initiation Memo
- Project Initiation Form
- A **legible** copy of the TIP page, showing a fully funded project; Project should be highlighted and all phases and funding sources shown in a fiscally constrained programmed year (not in a “parking lot”).
- Supporting documentation as applicable to the project.
- ADOT Functional Classification Map  
(<https://azdot.gov/planning/data-and-information/data-analytics>)
- Project location map (boundaries of project, beginning termini/ending termini)

# Project Initiation Resources

<https://azdot.gov/business/programs-and-partnerships/local-public-agency/project-initiation>

A screenshot of the AZDOT website's 'Local Public Agency' section. The header includes the AZDOT logo and navigation links like HOME, PROJECTS, BUSINESS, PLANNING, and CONTACT US. The main content area is titled 'Local Public Agency' and 'About ADOT's Local Public Agency Section'. It includes a welcome message and a paragraph about the section's purpose. Below this are expandable sections for 'Programs', 'Administration Decision Diagram', 'Business Engagement and Compliance Office (BECO)', and 'Right of Way (ROW)'. On the right side, there is a vertical list of red buttons with white text, each with a right-pointing arrow, including '2024 Certification Process', 'Certification Acceptance', 'Communication Bulletins', 'Contact Local Public Agency', 'Federal Aid Highway Programs (LPA)', 'Federal Aid Delivery Every Day Counts Stakeholders Meeting', 'Project Initiation', 'Resource Materials (LPA)', 'Resources - P3 Initiatives', 'Self-Administration (SA)', and 'Trainings (LPA)'. A small image of construction workers in safety vests is also visible.

azdot.gov/business/programs-and-partnerships/local-public-agency

ARIZONA  
DEPARTMENT OF  
TRANSPORTATION

HOME PROJECTS BUSINESS PLANNING CONTACT US Traffic Conditions Motor Vehicle Division

## Local Public Agency

### About ADOT's Local Public Agency Section

Welcome to ADOT's Local Public Agency (LPA) Section where we serve to support the Federal-Aid Highway Program (FAHP) in Arizona.

The purpose of the ADOT LPA Section is to provide guidance, assistance with project delivery and oversight to local public agencies such as counties, towns, cities and tribal governments within our state. The ADOT LPA Section will assist the project sponsor and project managers with delivery of federal funded local government projects, and will provide oversight and monitoring of federal funded local projects. We link local government project planning with project development.

**Programs** +

**Administration Decision Diagram** +

ADOT's Supporting Sections (BECO, ROW, EP, ECS, etc.) are here to serve you. To ensure project success and compliance, take time to familiarize yourself with these valuable resources. Each ADOT section's webpage provides important information regarding federal and state laws and regulations, guidelines and agreements that affect LPA projects. Visit the links below to discover how your project may be impacted.

**Business Engagement and Compliance Office (BECO)** +

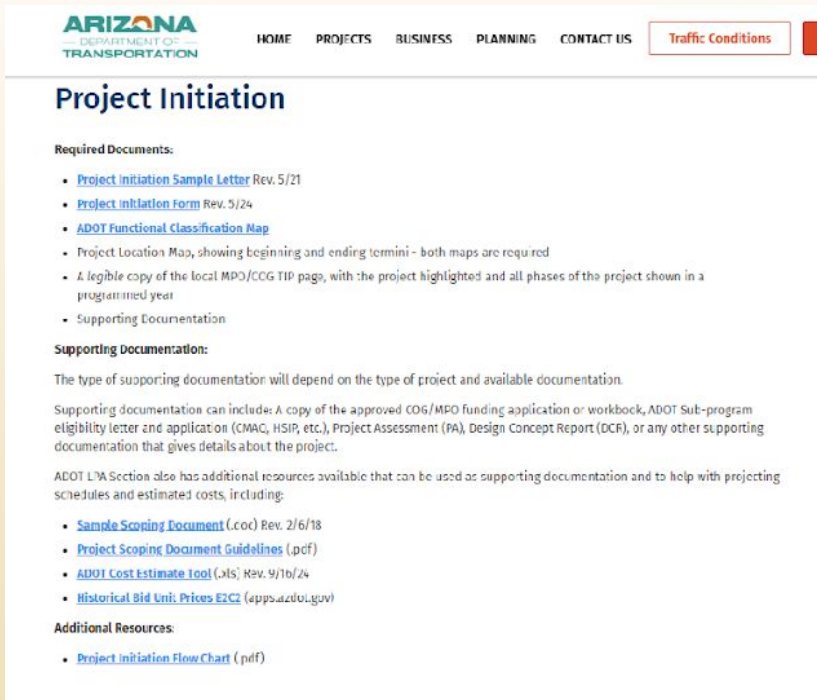
**Right of Way (ROW)** +

- 2024 Certification Process >
- Certification Acceptance >
- Communication Bulletins >
- Contact Local Public Agency >
- Federal Aid Highway Programs (LPA) >
- Federal Aid Delivery Every Day Counts Stakeholders Meeting >
- Project Initiation >
- Resource Materials (LPA) >
- Resources - P3 Initiatives >
- Self-Administration (SA) >
- Trainings (LPA) >

- New website launched 4/28/2023
- Same information as before, but updated format to be more user friendly.
- From ADOT homepage
  - Click on Business
  - Click on Programs and Partnerships
  - Click on Local Public Agency Section

# Project Initiation Resources

<https://azdot.gov/business/programs-and-partnerships/local-public-agency/project-initiation>



The screenshot shows the Arizona Department of Transportation website. The header includes the ARIZONA DEPARTMENT OF TRANSPORTATION logo, navigation links (HOME, PROJECTS, BUSINESS, PLANNING, CONTACT US), and a 'Traffic Conditions' button. The main heading is 'Project Initiation'. Under 'Required Documents:', there is a list of links: 'Project Initiation Sample Letter Rev. 5/21', 'Project Initiation Form Rev. 5/24', 'ADOT Functional Classification Map', 'Project Location Map, showing beginning and ending termini - both maps are required', and 'A legible copy of the local MPO/COG TIP page, with the project highlighted and all phases of the project shown in a programmed year'. Under 'Supporting Documentation:', a paragraph states that documentation depends on project type and availability, listing examples like COG/MPO funding applications, CMAPs, HSIPs, PA, DCR, etc. Another paragraph mentions additional resources available on the LPA Section page, such as project schedules and costs. A list of links follows: 'Sample Scoping Document (.doc) Rev. 2/6/18', 'Project Scoping Document Guidelines (.pdf)', 'ADOT Cost Estimate Tool (.xls) Rev. 9/10/24', and 'Historical Bid Unit Prices E2C2 (apps.azdot.gov)'. Under 'Additional Resources:', there is a link for 'Project Initiation Flow Chart (.pdf)'.

**ARIZONA**  
DEPARTMENT OF  
TRANSPORTATION

HOME PROJECTS BUSINESS PLANNING CONTACT US Traffic Conditions

## Project Initiation

**Required Documents:**

- [Project Initiation Sample Letter](#) Rev. 5/21
- [Project Initiation Form](#) Rev. 5/24
- [ADOT Functional Classification Map](#)
- Project Location Map, showing beginning and ending termini - both maps are required
- A legible copy of the local MPO/COG TIP page, with the project highlighted and all phases of the project shown in a programmed year
- Supporting Documentation

**Supporting Documentation:**

The type of supporting documentation will depend on the type of project and available documentation.

Supporting documentation can include: A copy of the approved COG/MPO funding application or workbook, ADOT Sub-program eligibility letter and application (CMAC, HSIP, etc.), Project Assessment (PA), Design Concept Report (DCR), or any other supporting documentation that gives details about the project.

ADOT LPA Section also has additional resources available that can be used as supporting documentation and to help with projecting schedules and estimated costs, including:

- [Sample Scoping Document \(.doc\)](#) Rev. 2/6/18
- [Project Scoping Document Guidelines \(.pdf\)](#)
- [ADOT Cost Estimate Tool \(.xls\)](#) Rev. 9/10/24
- [Historical Bid Unit Prices E2C2 \(apps.azdot.gov\)](#)

**Additional Resources:**

- [Project Initiation Flow Chart \(.pdf\)](#)

## From ADOT Local Public Agency Section page

- Click on Project Initiation
- Click and download required forms and follow instructions for Project Initiation Packet.
- Required Forms
  - Project Initiation Memo (has a checklist with instructions in red and descriptions of what information is needed)
  - Project Initiation Form
  - Legible copy of the TIP page
  - Scoping Letter
  - Supporting Documentation
  - Functional Classification Map
  - Project Location Map

# Project Initiation Sample Letter

## LOCAL PUBLIC AGENCY PROJECT INITIATION SAMPLE LETTER

Place on Sponsoring Agency's letterhead

\*Note: All items in red should be removed and replaced with the information being requested prior to submitting the ADOT Local Public Agency Section for initiation.

All requests should be emailed to the ADOT Local Public Agency Section through the centralized email [LocalPublicAgencySection@azdot.gov](mailto:LocalPublicAgencySection@azdot.gov).

(Insert Date)

ADOT Local Public Agency Section  
205 S. 17th Ave. Mail Drop FM 1  
Phoenix, AZ 85007

Re: Request for Local Government Project Initiation

Sponsoring Agency:

Project Name (As shown in the TIP):

Project Location: (As shown in the TIP)

COG/MPO TIP ID Number(s) (List for all phases programmed):

Funding Types: (Insert Type of Funding: FHSP/IA-95/Bus/JTB-System Bridge/etc.):

To Whom It May Concern:

On behalf of the (insert sponsoring agency's name), I am writing to request initiation of a local public agency project and assignment of a Federal project number and an ADOT project number for the above referenced project.

Attached is a copy of the current (insert COG/MPO) Transportation Improvement Program (TIP) page, highlighting all phases of the project. All phases of this project have been approved and programmed for federal funding in the amount of \$ (insert total federal amount) with a local contribution of \$ (insert total local funds), for a total of \$ (insert total amount of funding for all phases).

Attachments include:

\*Note: All initiation requests that are submitted to the ADOT Local Public Agency Section will be returned **without action** unless all items listed below are submitted with this initiation letter.

- ☐ ADOT JPA Project Initiation Form
- ☐ A legible copy of the local MPC/COG TIP page, with project highlighted and all phases shown
- ☐ A scope letter that includes:
  - Project Name (As shown on TIP)
  - Functional Classification Type
  - Scope of Work (Establishes the three major components of a project agreement: scope, budget, and schedule. The project description should provide sufficient detail for the explicable phase of work (e.g., preliminary engineering (PE), right-of-way (ROW), construction, or other), specified work to be performed, and specific location limited to the specific work for which the Project Sponsor is requesting authorization. A clearly defined project scope and schedule provide financial controls and mitigates the risk of unauthorized activities occurring which could result in non-compliance with Federal requirements and is used in the development of an Intergovernmental Agreement. A third party (e.g., the public, Congress, auditors, Office of Inspector General, etc.) should be able to understand the scope of work for the project and its limits from the information in the project agreement. The total project cost must account for all costs for the authorized work from all sources—Federal, State, local, private, and donations, and non-participating costs, and include the ADOT Project Design Administrative (PDA) fees.

- ☐ Supporting Documentation (Type of supporting documentation will vary depending on the type of project. Sponsors may provide a copy of the COG/MPO funding application or worksheet, Scoping Document, Cost Estimate Tool, Project Assessment (PA) or any other planning documents that give details about the project, and supports the scope, schedule, and budget).
- ☐ AJOI Functional Classification Map, available on the AJOI Website (<https://azdot.gov/joiner/FunctionalMap>).
- ☐ Project Location Map that shows beginning and ending termini of the project

Please contact us if you have any questions regarding this request or require additional information. Thank you.

Sincerely,

Project Manager Name

Title

Agency

Address

City, AZ, Zip code

Phone Number

Email address

|



# Project Initiation Form

**ARIZONA**  
DEPARTMENT OF  
TRANSPORTATION

**LPA PROJECT INITIATION FORM**

Project Name:

Project Location:

Sponsor Contact:

Phone & Email:

Administered By: ☐ CA ☐ CA (Fed S) ☐ CA (Inv S) ☒ ADOT

Sponsor Agency:

COG/FMDO:

Functional Class:

Design By: ☐ Local ☒ ADOT/Consultant

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**PROJECT SCOPE**  
(Description of work being completed, current status, length of project, high impact items, etc.)

Provide a brief, but detailed scope of work that helps us understand the project, including type of work being performed, project limits with beginning and ending termini, project length, etc.)

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**FINANCIAL SUMMARY**  
(Most Federal or State projects will be eligible for a 60-75% FHWA grant. Some projects may be funded at 100% or 100% of funding is from a State or BUL/RAID, etc.). Complete below as shown in the legend for end if applicable. (FIP for grant based letter)

Work Item	Type of Funding	FIP ID #	Project Type	Federal/State (100%)	Federal/State (75-76% or 60%)	Local Match (5-7% or 20%)	Local Other (Lease, Overhead, etc.)	Total
ADOT ROAPEES	Select One							\$0.00
UTILITIES	Select One							\$0.00
CONSTRUCTION	Select One							\$0.00
ROW ACQUISITION	Select One							\$0.00
MATERIALS ONLY	Select One							\$0.00
TOTAL				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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**ESTIMATED SCHEDULE FOR KEY MILESTONES**

Item	Recommended	Completion Date
Project Initiation	10 days (initial package)	
HA Execution	3-4 Months (after initiation)	
PE Authorization	4-6 Weeks (after PE initiation)	
RAI Ready (RPAI Final Design)	18-24 Months (after RAI initiation)	

**ENVIRONMENTAL CONSIDERATIONS**  
(Type of Review/Action: Select One - S - J)

Provide a brief description of all environmental considerations and/or risk to delivery that may impact the scope, schedule, or budget (i.e. NEPA, Historical, Cultural, etc.).

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**CONSTRUCTION MILESTONES**

Item	Estimated Date
Construction Start	
Project End	

**NOT FOR USE (EVALUATION)**  
(Type of Review/Action: Select One - S - J)

Provide a brief description of all RPAI considerations and/or risk to delivery that may impact the scope, schedule, or budget (i.e. how many assets are being acquired, construction needs, permits, new easements, etc., or no new ROW will be required).

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**UTILITY & INFRASTRUCTURE CONSIDERATIONS**  
(Type of Review/Action: Select One - S - J)

Provide a brief description of all UIR considerations and/or risk to delivery that may impact the scope, schedule, or budget (i.e. Type of and # of utilities that need to be installed/moved, Name of Utility or Railroad Companies, coordination needs, etc., or "No UIR impacts").

- LPA Section's "Framework form" or "Napkin".
- Preliminary planning tool to identify scope, schedule, and budget and possible delivery risks.
- All fields should be completed as applicable to the project.
- Project details and funding totals should match what is programmed in the TIP and award/eligibility letter (if an ADOT sub-program).
- Updated in April 2024 to include State funding options for AZSMART Program.
- Form updated in December 2023 with reduced estimated schedule milestones.
  - The old version is still available upon request if you want a more detailed schedule for planning purposes.

# Transportation Improvement Plan (TIP)

GWQF 8/15/2018														
Druid 1035, 1035AT Amendment #1														
Approved by: Administrative Council - Executive Board														
PP/PLAL Project #	PROJECT SPONSOR	PROJECT NAME	REVENUE LOCATION	ROUTE	TYPE OF IMP. WORK-STR	FUNCTIONAL CLASSIFICATION	LANES BEFORE	LANES AFTER	FEED- BACK TYPE	FEDERAL FUNDS	HOV EXCHANGE	LOCAL MATCH	OTHER FUND'S	TOTAL COST
1036														
1036-20-11	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	IMPROV	HOV 1000	2	2	IMPROV	\$8,830		\$1,710		\$10,540
1036-20-12	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-13	City of Nogales	Highway 1035 Highway 1035 Highway 1035	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Design	N/A	N/A	N/A	IMPROV	\$10,340		\$2,160		\$12,500
1036-20-14	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-15	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-16	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-17	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-18	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-19	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-20	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-21	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-22	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-23	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-24	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-25	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-26	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-27	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-28	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-29	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-30	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-31	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-32	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-33	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-34	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-35	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-36	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-37	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-38	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-39	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-40	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-41	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-42	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-43	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-44	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-45	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-46	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-47	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-48	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-49	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-50	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-51	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-52	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-53	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-54	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-55	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-56	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-57	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-58	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-59	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-60	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-61	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-62	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-63	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-64	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-65	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-66	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-67	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-68	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-69	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-70	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-71	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-72	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-73	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-74	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-75	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-76	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-77	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-78	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-79	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-80	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction	HOV 1000	2	2	IMPROV	\$1,150		\$1,150		\$2,300
1036-20-81	San Joaquin County	San Joaquin County San Joaquin County San Joaquin County	0.19 miles of 17' unimproved highway in unimproved San Joaquin County	12.30 miles	Construction									

- ☐ Must be approved by TAC, ADOT, and/or FHWA.
- ☐ Must be legible.
- ☐ Must match the project details in the award/eligibility letter (if from an ADOT sub-program)
- ☐ Must show all work phases for the project (highlighted).
- ☐ Must show all funding sources.
- ☐ Must show project phases in fiscally constrained program years.

# Supporting Documentation

Supporting documentation is a required part of the packet, however the type of supporting documentation submitted will vary depending on the type of project and how much pre-scoping has been completed.

Acceptable supporting documents must show details about the project and support the scope, schedule, and budget. In some cases, a program application can serve as a scoping document.

- Project Assessment (PA), Scoping letter, and/or DCR
- A copy of the funding award notification and application or workbook approved by COG/MPO or ADOT:
  - ADOT TA
  - HSIP
  - OSB
  - CMAQ (if available)
  - STBGP (if available)
  - Grant: Award Letter, Notice of Funding Notice, and application

# Additional Planning Tools

The ADOT LPA Section also has other tools available on our website to help with project planning for scope, schedule, and estimated costs, including:

- ☐ Sample Scoping Document
- ☐ Cost Estimating Tool
- ☐ Link to ADOT E2C2 Historic Bid Tool



# Sample Scoping Document Format

## SCOPING DOCUMENT FORMAT (PROJECT ASSESSMENT OR SCOPING LETTER)

### A. TITLE PAGE

Include project name and location, ADOT TRACS number, and federal aid project number (if applicable).

### B. INTRODUCTION

The introduction contains the project program information. The project name & route name including termini and Functional classification, location, estimated cost, funding type (TAP, HSIP, CMAG, HURP, etc., & Local funds), Fiscal Year of expected construction, expected project development start and completion dates. Include who will bid the project and administer the construction, briefly explain what the project is.

### C. BACKGROUND DATA

This section should include a summary describing the need justification for the project. Please include all project development completed to date such as master planning, public meetings, etc.

### D. PROJECT SCOPE

Describe project limits and all the components of the recommended project scope. Provide all route names, project lengths, detail the type of work, describe how the work is to be done, and how the works to be paid for. Include all development, plan design and construction. If the project will be part of a larger project, such as a roadway improvement project, describe the project components, particularly in terms of the design and construction schedule and timing of funding requests. Describe the roles of the sponsor, ADOT, etc.

### E. PROJECT DEVELOPMENT CONSIDERATIONS

Please describe how the following criteria impact your project. If there is no impact please state why.

1. Environmental requirements: Provide a brief description as determined by the project scope. Detailed discussion will be handled in the Environmental Determination (ED).
  - a. Species Investigation—animals & plants
  - b. Wetland & Riparian Areas
  - c. Flood plain encroachment
  - d. Section 401/404
  - e. Section 4(f) impacts
  - f. Potential Contaminants
  - g. Socio-economic impacts
  - h. Cultural Resources Investigation

## SCOPING DOCUMENT FORMAT

Page 2 of 4

### i. Scenic or Historic Route

### 2. Construction Control Method

Will the construction contract be awarded by lowest responsive bid or do you intend to request ADOT/FWV approval to utilize a non-traditional construction contracting technique such as Job Order Contracting (JOC) or Construction Manager at Risk?

### 3. Geotechnical and Drainage Requirements

Address geotechnical and drainage implications of the project and the need for geotechnical investigation and materials design and drainage report.

### 4. Critical Outside Agency Involvement

Describe any project locations that are likely to involve lengthy clearance procedures (SHPO, Forest Service, Bureau of Land Management (BLM), other municipalities, Indian reservations, railroads, utility companies, etc.)

### 5. Right-of-Way Requirements

Describe all project right of way. Describe the land ownership (Private, City, AUCI, Forest Service, BLM, etc.) Use describe any ROW that will have to be acquired and how it is expected to be acquired (donation, purchase, or condemnation and by whom). Note that the need for temporary construction easements is a ROW activity.

### 6. Utility Relocation Requirements

First try to design projects to avoid utility conflicts. Describe any utility impacts, and how the relocation of the utilities is expected to be accomplished (work cons by the utility or addition in the construction project). How the work to be financed (local funds, federal funds). Are there any "Pole Rights" issues for any of the utilities?

### 7. Traffic Requirements

Is there a need for traffic control plans for this project? What about pedestrian traffic control? Will there be any artwork that will be highly visible from the roadway?

### 8. Seasonal Considerations

Describe the limits of the construction/blasting season. If the project includes landscaping, how will construction be scheduled to ensure that plantings are installed during the proper time of the year? Does the construction schedule need

to coordinate with any local special or school events, or the school year, that would otherwise be impacted by construction activities?

#### **G. Design Criteria**

Describe the design criteria to be used. Does the design criteria comply with standards being used (AASHTO, MAHS, County, AUCI)? Are there features which do not comply with the above standards? Address your intent for either meeting the criteria or requesting a design exception. The appropriate ADOT Technical Section Manager approves design exceptions.

Note that reference to design standards other than ADOT standards need to be physically included in document submittals, not just a reference to the standard. AUCI staff cannot be expected to hunt online or take the time to contact the AASHTO for a copy of the standard. They need to physically be included in the submittal to ADOT so that the ADOT reviewers can compare the standard with the applicable ADAAG and AASHTO standards.

#### **F. OTHER REQUIREMENTS**

Describe the funding sources for the project. State the desired bid advertisement date. The construction start date will be a minimum of three months after the project has initially advertised for bid. Describe how the project will be developed (design in-house, or by a consultant firm).

#### **G. ESTIMATED COST**

Describe project cost by funding source and address the following criteria:

- Design (preliminary engineering) costs and if those costs are to be funded with local funds or reimbursed with federal program funds?
- Right-of-way acquisition costs and if those costs are to be funded with local funds or reimbursed with federal program funds?
- Utility relocation costs and if those costs are to be funded with local funds or reimbursed with program federal funds?
- Identify project components that need to be funded entirely with local funds including items ineligible for federal reimbursement with program funds.
- Construction costs, preferably itemized by ADOT item number and including construction engineering (15%) and contingencies (5%).
- Total Cost

#### **H. ITEMIZED ESTIMATE**

Be sure to divide out Federal Funds, Local Matching Funds and Local Additional Funds if any.

#### **I. VICINITY MAP**

Provide a detailed vicinity map showing project termini, and indicate appropriate street names.

#### **J. TYPICAL SECTIONS**

Provide typical sections for major project locations that show property lines, right-of-way and known easement limits, slope dimensions, and proposed pavement structural elements. The sections should show critical horizontal and vertical dimensions.

#### **K. SCHEDULE**

Preferably in bar chart format. Show milestones and include all major project development tasks such as clearance phases and design development/review periods of project.

#### **L. 1/8" PLANS**

Provide half size 1/8" plans with topographic survey base map.

END OF DOCUMENT

I



# ADOT Cost Estimate Tool

Estimated Project Costs						
<b>INSTRUCTIONS:</b> List all items necessary to develop and construct your project. The applicant is responsible for verifying all costs and their accuracy. Construction cost estimates will be the responsibility of the sponsoring agency.						
<b>Enter values into GREEN CELLS.</b> The program will automatically calculate the total state and federal share at 94.3%.						
<b>LOCAL PROJECTS:</b> Please note that the Stage I Costs shown below are to be funded by the sponsoring agency and are not eligible for Federal reimbursement.						
ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL	FEDERAL FUNDS @ 94.3%	MATCHING FUNDS @ 5.7%
<b>STAGE I - SCOPING (10% Preliminary Design)</b>						
<b>SCOPING COSTS</b>						
Costs cannot be applied toward the federal participation or local match						
CONSTRUCTION MANAGEMENT (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
CONSTRUCTION MANAGEMENT (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
CONSTRUCTION MANAGEMENT (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
CONSTRUCTION MANAGEMENT (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
<b>SUBTOTAL - PROJECT SCOPING COSTS</b>						
				\$ -	\$0	\$0
<b>STAGE II - DESIGN (10% Preliminary Design)</b>						
<b>DESIGN COSTS</b>						
Notes: The use of federal funds for design is optional and subject to authorization. Design should not go beyond Stage II (10%) without environmental approval.						
DESIGN (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
DESIGN (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
DESIGN (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
DESIGN (See ADOT Form 1000) (Enter \$0 in Unit Price column if none required)	\$0	1		\$0.00		
<b>SUBTOTAL - PROJECT DESIGN COSTS</b>						
				\$ -	\$0	\$0

- Updated cost estimate tool on the ADOT LPA Section website on 4/1/24.
  - Both tabs Include a new table for Inflation Factor.
- First Tab, Estimated Project Costs
  - Provides a complete, realistic picture of preliminary costs for Scoping, Design, Environmental, Right of Way, Utilities, Construction, and Post Construction costs.
  - Itemized list of work items.
  - Calculates quantities and unit prices.
  - Splits federal 94.3% and local matching 5.7% funds.



[illegible][illegible]

ITEM DESCRIPTION	UNIT	QUAN.	UNIT PRICE	TOTAL	FEDERAL FUNDS @ 94.3%	MATCHING FUNDS @ 5.7%
<b>OTHER CONSTRUCTION ITEMS</b> (Use line items)						
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
				\$0.00	\$0.00	\$0.00
<b>SUBTOTAL OTHER CONSTRUCTION LINE ITEMS</b>				\$	\$0	\$0
<b>MOBILIZATION AND ADMINISTRATION COSTS</b>						
CONSTRUCTION MOBILIZATION (Travel, meals, lodging, etc.)	1.0	5		\$0.00	\$0.00	\$0.00
TRAVEL (airfare, hotel, etc.)	1.0	5		\$0.00	\$0.00	\$0.00
CONSTRUCTION LAYOUT (Top, utility, final construction, etc.)	1.0	5		\$0.00	\$0.00	\$0.00
CONSTRUCTION CONTINGENCIES (Top, utility, final construction, etc.)	1.0	5		\$0.00	\$0.00	\$0.00
CONSTRUCTION ADMINISTRATION (Permitting, etc.)	1.0	5		\$0.00	\$0.00	\$0.00
<b>SUBTOTAL - MOBILIZATION &amp; ADMINISTRATION COSTS</b>				\$	\$0.00	\$0.00
<b>TOTAL STAGE Y COSTS (CONSTRUCTION)</b> (Include this amount in Box 4, below)				\$	\$0.00	\$0.00
<b>ADDITIONAL REVENUES</b> (Grant to apply to the project, other than the federal funds, such as the State or Local Government, or other sources, etc.)						
	1.0	5	\$0.00	\$0.00	NO ENTRY	
<b>TOTAL PROJECT COST</b> (All applicable - ADCT review fee)				\$ 30,000	NO ENTRY	
<b>SUMMARY OF FEDERAL AND LOCAL FUNDS</b>						
<b>TOTAL STAGE Y COSTS (CONSTRUCTION) FROM THE ESTIMATE ABOVE, AND DESIGN COSTS IF REQUESTING FEDERAL FUNDS FOR DESIGN.</b> (Include design costs in Stage 10, Box 10) (If design costs are requested for design, include the design costs in the design costs above)				BOX A	+	-
<b>TOTAL FEDERAL FUNDS CAPTED @ 94.3% (3+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23+24+25+26+27+28+29+30+31+32+33+34+35+36+37+38+39+40+41+42+43+44+45+46+47+48+49+50+51+52+53+54+55+56+57+58+59+60+61+62+63+64+65+66+67+68+69+70+71+72+73+74+75+76+77+78+79+80+81+82+83+84+85+86+87+88+89+90+91+92+93+94+95+96+97+98+99+100)</b>				BOX B	+	-
<b>TOTAL SPONSOR MATCHING FUNDS (45% of cost, shown in Box 10 above)</b> (Note: The maximum amount of matching funds is \$1,000,000 for each project (B/C, D/E, F/G, H/I, J/K, L/M, N/O, P/Q, R/S, T/U, V/W, X/Y, Z/AA, AB/AC, AD/AE, AF/AG, AH/AI, AJ/AL, AM/AN, AO/AP, AQ/AR, AS/AT, AU/AV, AW/AX, AY/AZ, BA/BB, BC/BD, BE/BE, BF/BF, BG/BG, BH/BH, BI/BI, BJ/BJ, BK/BK, BL/BL, BM/BM, BN/BN, BO/BO, BP/BP, BQ/BQ, BR/BR, BS/BS, BT/BT, BU/BU, BV/BV, BW/BW, BX/BX, BY/BY, BZ/BZ, CA/CA, CB/CB, CC/CC, CD/CD, CE/CE, CF/CF, CG/CG, CH/CH, CI/CI, CJ/CJ, CK/CK, CL/CL, CM/CM, CN/CN, CO/CO, CP/CP, CQ/CQ, CR/CR, CS/CS, CT/CT, CU/CU, CV/CV, CW/CW, CX/CX, CY/CY, CZ/CZ, DA/DA, DB/DB, DC/DC, DE/DE, DF/DF, DG/DG, DH/DH, DI/DI, DJ/DJ, DK/DK, DL/DL, DM/DM, DN/DN, DO/DO, DP/DP, DQ/DQ, DR/DR, DS/DS, DT/DT, DU/DU, DV/DV, DW/DW, DX/DX, DY/DY, DZ/DZ, EA/EA, EB/EB, EC/EC, ED/ED, EE/EE, EF/EF, EG/EG, EH/EH, EI/EI, EJ/EJ, EK/EK, EL/EL, EM/EM, EN/EN, EO/EO, EP/EP, EQ/EQ, ER/ER, ES/ES, ET/ET, EU/EU, EV/EV, EW/EW, EX/EX, EY/EY, EZ/EZ, FA/FA, FB/FB, FC/FC, FD/FD, FE/FE, FF/FF, FG/FG, FH/FH, FI/FI, FJ/FJ, FK/FK, FL/FL, FM/FM, FN/FN, FO/FO, FP/FP, FQ/FQ, FR/FR, FS/FS, FT/FT, FU/FU, FV/FV, FW/FW, FX/FX, FY/FY, FZ/FZ, GA/GA, GB/GB, GC/GC, GD/GD, GE/GE, GF/GF, GG/GG, GH/GH, GI/GI, GJ/GJ, GK/GK, GL/GL, GM/GM, GN/GN, GO/GO, GP/GP, GQ/GQ, GR/GR, GS/GS, GT/GT, GU/GU, GV/GV, GW/GW, GX/GX, GY/GY, GZ/GZ, HA/HA, HB/HB, HC/HC, HD/HD, HE/HE, HF/HF, HG/HG, HI/HI, HJ/HJ, HK/HK, HL/HL, HM/HM, HN/HN, HO/HO, HP/HP, HQ/HQ, HR/HR, HS/HS, HT/HT, HU/HU, HV/HV, HW/HW, HX/HX, HY/HY, HZ/HZ, IA/IA, IB/IB, IC/IC, ID/ID, IE/IE, IF/IF, IG/IG, IH/IH, II/II, IJ/IJ, IK/IK, IL/IL, IM/IM, IN/IN, IO/IO, IP/IP, IQ/IQ, IR/IR, IS/IS, IT/IT, IU/IU, IV/IV, IW/IW, IX/IX, IY/IY, IZ/IZ, JA/JA, JB/JB, JC/JC, JD/JD, JE/JE, JF/JF, JG/JG, JH/JH, JI/JI, JJ/JJ, JK/JK, JL/JL, JM/JM, JN/JN, JO/JO, JP/JP, JQ/JQ, JR/JR, JS/JS, JT/JT, JU/JU, JV/JV, JW/JW, JX/JX, JY/JY, JZ/JZ, KA/KA, KB/KB, KC/KC, KD/KD, KE/KE, KF/KF, KG/KG, KH/KH, KI/KI, KJ/KJ, KK/KK, KL/KL, KM/KM, KN/KN, KO/KO, KP/KP, KQ/KQ, KR/KR, KS/KS, KT/KT, KU/KU, KV/KV, KW/KW, KX/KX, KY/KY, KZ/KZ, LA/LA, LB/LB, LC/LC, LD/LD, LE/LE, LF/LF, LG/LG, LH/LH, LI/LI, LJ/LJ, LK/LK, LL/LL, LM/LM, LN/LN, LO/LO, LP/LP, LQ/LQ, LR/LR, LS/LS, LT/LT, LU/LU, LV/LV, LW/LW, LX/LX, LY/LY, LZ/LZ, MA/MA, MB/MB, MC/MC, MD/MD, ME/ME, MF/MF, MG/MG, MH/MH, MI/MI, MJ/MJ, MK/MK, ML/ML, MM/MM, MN/MN, MO/MO, MP/MP, MQ/MQ, MR/MR, MS/MS, MT/MT, MU/MU, MV/MV, MW/MW, MX/MX, MY/MY, MZ/MZ, NA/NA, NB/NB, NC/NC, ND/ND, NE/NE, NF/NF, NG/NG, NH/NH, NI/NI, NJ/NJ, NK/NK, NL/NL, NM/NM, NO/NO, NP/NP, NQ/NQ, NR/NR, NS/NS, NT/NT, NU/NU, NV/NV, NW/NW, NX/NX, NY/NY, NZ/NZ, OA/OA, OB/OB, OC/OC, OD/OD, OE/OE, OF/OF, OG/OG, OH/OH, OI/OI, OJ/OJ, OK/OK, OL/OL, OM/OM, ON/ON, OO/OO, OP/OP, OQ/OQ, OR/OR, OS/OS, OT/OT, OU/OU, OV/OV, OW/OW, OX/OX, OY/OY, OZ/OZ, PA/PA, PB/PB, PC/PC, PD/PD, PE/PE, PF/PF, PG/PG, PH/PH, PI/PI, PJ/PJ, PK/PK, PL/PL, PM/PM, PN/PN, PO/PO, PP/PP, PQ/PQ, PR/PR, PS/PS, PT/PT, PU/PU, PV/PV, PW/PW, PX/PX, PY/PY, PZ/PZ, QA/QA, QB/QB, QC/QC, QD/QD, QE/QE, QF/QF, QG/QG, QH/QH, QI/QI, QJ/QJ, QK/QK, QL/QL, QM/QM, QN/QN, QO/QO, QP/QP, QQ/qq, QR/QR, QS/QS, QT/QT, QU/QU, QV/QV, QW/QW, QX/QX, QY/QY, QZ/QZ, RA/RA, RB/RB, RC/RC, RD/RD, RE/RE, RF/RF, RG/RG, RH/RH, RI/RI, RJ/RJ, RK/RK, RL/RL, RM/RM, RN/RN, RO/RO, RP/RP, RQ/RQ, RR/RR, RS/RS, RT/RT, RU/RU, RV/RV, RW/RW, RX/RX, RY/RY, RZ/RZ, SA/SA, SB/SB, SC/SC, SD/SD, SE/SE, SF/SF, SG/SG, SH/SH, SI/SI, SJ/SJ, SK/SK, SL/SL, SM/SM, SN/SN, SO/SO, SP/SP, SQ/sq, SR/SR, SS/SS, ST/ST, SU/SU, SV/SV, SW/SW, SX/SX, SY/SY, SZ/SZ, TA/TA, TB/TB, TC/TC, TD/TD, TE/TE, TF/TF, TG/TG, TH/TH, TI/TI, TJ/TJ, TK/TK, TL/TL, TM/TM, TN/TN, TO/TO, TP/TP, TQ/tq, TR/TR, TS/TS, TT/TT, TU/TU, TV/TV, TW/TW, TX/TX, TY/TY, TZ/TZ, UA/UA, UB/UB, UC/UC, UD/UD, UE/UE, UF/UF, UG/UG, UH/UH, UI/UI, UJ/UJ, UK/UK, UL/UL, UM/UM, UN/UN, UO/UO, UP/UP, UQ/uq, UR/UR, US/US, UT/UT, UU/UU, UV/UV, UW/UW, UX/UX, UY/UY, UZ/UZ, VA/VA, VB/VB, VC/VC, VD/VD, VE/VE, VF/VF, VG/VG, VH/VH, VI/VI, VJ/VJ, VK/VK, VL/VL, VM/VM, VN/VN, VO/VO, VP/VP, VQ/vq, VR/VR, VS/VS, VT/VT, VU/VU, VV/VV, VW/VW, VX/VX, VY/VY, VZ/VZ, WA/WA, WB/WB, WC/WC, WD/WD, WE/WE, WF/WF, WG/WG, WH/WH, WI/WI, VJ/VJ, VK/VK, VL/VL, VM/VM, VN/VN, VO/VO, VP/VP, VQ/vq, VR/VR, VS/VS, VT/VT, VU/VU, VV/VV, VW/VW, VX/VX, VY/VY, VZ/VZ, WA/WA, WB/WB, WC/WC, WD/WD, WE/WE, WF/WF, WG/WG, WH/WH, WI/WI, WJ/WJ, WK/WK, WL/WL, WM/WM, WN/WN, WO/WO, WP/WP, WQ/wq, WR/WR, WS/WS, WT/WT, WU/WU, WV/WV, WW/WW, WX/WX, WY/WY, WZ/WZ, XA/XA, XB/XB, XC/XC, XD/XD, XE/XE, XF/XF, XG/XG, XH/XH, XI/XI, XJ/XJ, XK/XK, XL/XL, XM/XM, XN/XN, XO/XO, XP/XP, XQ/xq, XR/XR, XS/XS, XT/XT, XU/XU, XV/XV, XW/XW, XX/xx, XY/XY, XZ/XZ, YA/YA, YB/YB, YC/YC, YD/YD, YE/YE, YF/YF, YG/YG, YH/YH, YI/YI, YJ/YJ, YK/YK, YL/YL, YM/YM, YN/YN, YO/YO, YP/YP, YQ/yq, YR/YR, YS/YS, YT/YT, YU/YU, YV/YV, YW/YW, YX/YX, YY/yy, YZ/YZ, ZA/ZA, ZB/ZB, ZC/ZC, ZD/ZD, ZE/ZE, ZF/ZF, ZG/ZG, ZH/ZH, ZI/ZI, ZJ/ZJ, ZK/ZK, ZL/ZL, ZM/ZM, ZN/ZN, ZO/ZO, ZP/ZP, ZQ/zq, ZR/ZR, ZS/ZS, ZT/ZT, ZU/ZU, ZV/ZV, ZW/ZW, ZX/ZX, ZY/ZY, ZZ/zz)				BOX C	+	-
<b>TOTAL SPONSOR ADDITIONAL FUNDS (OPERATION)</b> (Enter the amount in Box 4 above, plus, if applicable, the amount of the 45% match for each project (B/C, D/E, F/G, H/I, J/K, L/M, N/O, P/Q, R/S, T/U, V/W, X/Y, Z/AA, AB/AC, AD/AE, AF/AG, AH/AI, AJ/AL, AM/AN, AO/AP, AQ/AR, AS/AT, AU/AV, AW/AX, AY/AZ, BA/BB, BC/BD, BE/BE, BF/BF, BG/BG, BH/BH, BI/BI, BJ/BJ, BK/BK, BL/BL, BM/BM, BN/BN, BO/BO, BP/BP, BQ/BQ, BR/BR, BS/BS, BT/BT, BU/BU, BV/BV, BW/BW, BX/BX, BY/BY, BZ/BZ, CA/CA, CB/CB, CC/CC, CD/CD, CE/CE, CF/CF, CG/CG, CH/CH, CI/CI, CJ/CJ, CK/CK, CL/CL, CM/CM, CN/CN, CO/CO, CP/CP, CQ/CQ, CR/CR, CS/CS, CT/CT, CU/CU, CV/CV, CW/CW, CX/CX, CY/CY, CZ/CZ, DA/DA, DB/DB, DC/DC, DE/DE, DF/DF, DG/DG, DH/DH, DI/DI, DJ/DJ, DK/DK, DL/DL, DM/DM, DN/DN, DO/DO, DP/DP, DQ/DQ, DR/DR, DS/DS, DT/DT, DU/DU, DV/DV, DW/DW, DX/DX, DY/DY, DZ/DZ, EA/EA, EB/EB, EC/EC, ED/ED, EE/EE, EF/EF, EG/EG, EH/EH, EI/EI, EJ/EJ, EK/EK, EL/EL, EM/EM, EN/EN, EO/EO, EP/EP, EQ/EQ, ER/ER, ES/ES, ET/ET, EU/EU, EV/EV, EW/EW, EX/EX, EY/EY, EZ/EZ, FA/FA, FB/FB, FC/FC, FD/FD, FE/FE, FF/FF, FG/FG, FH/FH, FI/FI, FJ/FJ, FK/FK, FL/FL, FM/FM, FN/FN, FO/FO, FP/FP, FQ/FQ, FR/FR, FS/FS, FT/FT, FU/FU, FV/FV, FW/FW, FX/FX, FY/FY, FZ/FZ, GA/GA, GB/GB, GC/GC, GD/GD, GE/GE, GF/GF, GG/GG, GH/GH, GI/GI, GJ/GJ, GK/GK, GL/GL, GM/GM, GN/GN, GO/GO, GP/GP, GQ/gq, GR/GR, GS/GS, GT/GT, GU/GU, GV/GV, GW/GW, GX/GX, GY/GY, GZ/GZ, HA/HA, HB/HB, HC/HC, HD/HD, HE/HE, HF/HF, HG/HG, HI/HI, HJ/HJ, HK/HK, HL/HL, HM/HM, HN/HN, HO/HO, HP/HP, HQ/HQ, HR/HR, HS/HS, HT/HT, HU/HU, HV/HV, HW/HW, HX/HX, HY/HY, HZ/HZ, IA/IA, IB/IB, IC/IC, ID/ID, IE/IE, IF/IF, IG/IG, IH/IH, II/II, IJ/IJ, IK/IK, IL/IL, IM/IM, IN/IN, IO/IO, IP/IP, IQ/IQ, IR/IR, IS/IS, IT/IT, IU/IU, IV/IV, IW/IW, IX/IX, IY/IY, IZ/IZ, JA/JA, JB/JB, JC/JC, JD/JD, JE/JE, JF/JF, JG/JG, JH/JH, JI/JI, JJ/JJ, JK/JK, JL/JL, JM/JM, JN/JN, JO/JO, JP/JP, JQ/jq, JR/JR, JS/JS, JT/JT, JU/JU, JV/JV, JW/JW, JX/JX, JY/JY, JZ/JZ, KA/KA, KB/KB, KC/KC, KD/KD, KE/KE, KF/KF, KG/KG, KH/KH, KI/KI, KJ/KJ, KL/KL, KM/KM, KN/KN, KO/KO, KP/KP, KQ/kq, KR/KR, KS/KS, KT/KT, KU/KU, KV/KV, KW/KW, KX/KX, KY/KY, KZ/KZ, LA/LA, LB/LB, LC/LC, LD/LD, LE/LE, LF/LF, LG/LG, LH/LH, LI/LI, LJ/LJ, LK/LK, LM/LM, LN/LN, LO/LO, LP/LP, LQ/lq, LR/LR, LS/LS, LT/LT, LU/LU, LV/LV, LW/LW, LX/LX, LY/LY, LZ/LZ, MA/MA, MB/MB, MC/MC, MD/MD, ME/ME, MF/MF, MG/MG, MH/MH, MI/MI, MJ/MJ, MK/MK, ML/ML, MM/MM, MN/MN, MO/MO, MP/MP, MQ/mq, MR/MR, MS/MS, MT/MT, MU/MU, MV/MV, MW/MW, MX/MX, MY/MY, MZ/MZ, NA/NA, NB/NB, NC/NC, ND/ND, NE/NE, NF/NF, NG/NG, NH/NH, NI/NI, NJ/NJ, NK/NK, NL/NL, NM/NM, NO/NO, NP/NP, NQ/nq, NR/NR, NS/NS, NT/NT, NU/NU, NV/NV, NW/NW, NX/NX, NY/NY, NZ/NZ, OA/OA, OB/OB, OC/OC, OD/OD, OE/OE, OF/OF, OG/OG, OH/OH, OI/OI, OJ/OJ, OK/OK, OL/OL, OM/OM, ON/ON, OO/OO, OP/OP, OQ/oq, OR/OR, OS/OS, OT/OT, OU/OU, OV/OV, OW/OW, OX/OX, OY/OY, OZ/OZ, PA/PA, PB/PB, PC/PC, PD/PD, PE/PE, PF/PF, PG/PG, PH/PH, PI/PI, PJ/PJ, PK/PK, PL/PL, PM/PM, PN/PN, PO/PO, PP/PP, PQ/pq, PR/PR, PS/PS, PT/PT, PU/PU, PV/PV, PW/PW, PX/PX, PY/PY, PZ/PZ, QA/QA, QB/QB, QC/QC, QD/QD, QE/QE, QF/QF, QG/QG, QH/QH, QI/QI, QJ/QJ, QK/QK, QL/QL, QM/QM, QN/QN, QO/QO, QP/QP, QQ/qQ, QR/QR, QS/QS, QT/QT, QU/QU, QV/QV, QW/QW, QX/QX, QY/QY, QZ/QZ, RA/RA, RB/RB, RC/RC, RD/RD, RE/RE, RF/RF, RG/RG, RH/RH, RI/RI, RJ/RJ, RK/RK, RL/RL, RM/RM, RN/RN, RO/RO, RP/RP, RQ/rq, RR/RR, RS/RS, RT/RT, RU/RU, RV/RV, RW/RW, RX/RX, RY/RY, RZ/RZ, SA/SA, SB/SB, SC/SC, SD/SD, SE/SE, SF/SF, SG/SG, SH/SH, SI/SI, SJ/SJ, SK/SK, SL/SL, SM/SM, SN/SN, SO/SO, SP/SP, SQ/sq, SR/SR, SS/SS, ST/ST, SU/SU, SV/SV, SW/SW, SX/SX, SY/SY, SZ/SZ, TA/TA, TB/TB, TC/TC, TD/TD, TE/TE, TF/TF, TG/TG, TH/TH, TI/TI, TJ/TJ, TK/TK, TL/TL, TM/TM, TN/TN, TO/TO, TP/TP, TQ/tq, TR/TR, TS/TS, TU/TU, TV/TV, TW/TW, TX/TX, TY/TY, TZ/TZ, UA/UA, UB/UB, UC/UC, UD/UD, UE/UE, UF/UF, UG/UG, UH/UH, UI/UI, UJ/UJ, UK/UK, UL/UL, UM/UM, UN/UN, UO/UO, UP/UP, UQ/uq, UR/UR, US/US, UT/UT, UU/UU, UV/UV, UW/UW, UX/UX, UY/UY, UZ/UZ, VA/VA, VB/VB, VC/VC, VD/VD, VE/VE, VF/VF, VG/VG, VH/VH, VI/VI, VJ/VJ, VK/VK, VL/VL, VM/VM, VN/VN, VO/VO, VP/VP, VQ/vq, VR/VR, VS/VS, VT/VT, VU/VU, VV/VV, VW/VW, VX/VX, VY/VY, VZ/VZ, WA/WA, WB/WB, WC/WC, WD/WD, WE/WE, WF/WF, WG/WG, WH/WH, WI/WI, VJ/VJ, VK/VK, VL/VL, VM/VM, VN/VN, VO/VO, VP/VP, VQ/vq, VR/VR, VS/VS, VT/VT, VU/VU, VV/VV, VW/VW, VX/VX, VY/VY, VZ/VZ, WA/WA, WB/WB, WC/WC, WD/WD, WE/WE, WF/WF, WG/WG, WH/WH, WI/WI, WJ/WJ, WK/WK, WL/WL, WM/WM, WN/WN, WO/WO, WP/WP, WQ/wq, WR/WR, WS/WS, WT/WT, WU/WU, WV/WV, WW/WW, WX/WX, WY/WY, WZ/WZ, XA/XA, XB/XB, XC/XC, XD/XD, XE/XE, XF/XF, XG/XG, XH/XH, XI/XI, XJ/XJ, XK/XK, XL/XL, XM/XM, XN/XN, XO/XO, XP/XP, XQ/xq, XR/XR, XS/XS, XT/XT, XU/XU, XV/XV, XW/XW, XX/xx, XY/XY, XZ/XZ, YA/YA, YB/YB, YC/YC, YD/YD, YE/YE, YF/YF, YG/YG, YH/YH, YI/YI, YJ/YJ, YK/YK, YL/YL, YM/YM, YN/YN, YO/YO, YP/YP, YQ/yq, YR/YR, YS/YS, YT/YT, YU/YU, YV/YV, YW/YW, YX/YX, YY/yy, YZ/YZ, ZA/ZA, ZB/ZB, ZC/ZC, ZD/ZD, ZE/ZE, ZF/ZF, ZG/ZG, ZH/ZH, ZI/ZI, ZJ/ZJ, ZK/ZK, ZL/ZL, ZM/ZM, ZN/ZN, ZO/ZO, ZP/ZP, ZQ/zq, ZR/ZR, ZS/ZS, ZT/ZT, ZU/ZU, ZV/ZV, ZW/ZW, ZX/ZX, ZY/ZY, ZZ/zz)				BOX D	+	-
<b>TOTAL SPONSOR FUNDS</b> (Sum of Row C and Row D)				BOX E	+	-

Example				
		Construction	\$	995,145.16
		Design	\$	59,708.71
		Total	\$	1,054,853.87
Escalation for inflation factor				
Inflation factor	6%			
Factor	Construction Cost	Design Cost	Total Project Cost	Projected Construction Year
100%	\$995,145	\$59,709	\$1,054,854	2024
106%	\$1,054,854	\$63,251	\$1,118,105	2025
112%	\$1,118,105	\$66,888	\$1,184,993	2026
118%	\$1,184,993	\$70,525	\$1,255,518	2027
124%	\$1,255,518	\$74,162	\$1,329,680	2028
130%	\$1,329,680	\$77,800	\$1,407,480	2029
136%	\$1,407,480	\$81,437	\$1,488,917	2030
142%	\$1,488,917	\$85,074	\$1,573,991	2031
148%	\$1,573,991	\$88,711	\$1,662,702	2032

ITEMIZED COST ESTIMATE						
PROJECT DETAILS						
ADOT PROJECT #:			FEDERAL ID #:			
(if existing project):						
PROJECT NAME:						
LOCAL AGENCY:						
TYPE OF WORK:						
PROJECT LENGTH:						
ADOT DISTRICT:						
COUNTY:						
SCOPING BY:			DESIGN BY:			
PAVEMENT ITEMS						
Item No	Item Description	Unit	Quantity	Unit Price	Amount	C&S Unit Price
202082	REMOVE BITUMINOUS PAVEMENT (MILLING) (1 1/2")	SQ.YD.	1230	\$ 25.00	\$ 30,750.00	\$ 30,750.00
202084	REMOVE BITUMINOUS PAVEMENT (MILLING) (2 1/2")	SQ.YD.		\$ -	\$ -	-
202085	REMOVE BITUMINOUS PAVEMENT (MILLING) (3")	SQ.YD.		\$ -	\$ -	-
202086	REMOVE BITUMINOUS PAVEMENT (MILLING) (4 1/2" TO 6")	SQ.YD.		\$ -	\$ -	-
202089	REMOVE BITUMINOUS PAVEMENT (MILLING) (6 1/2" TO 8")	SQ.YD.		\$ -	\$ -	-
203012	SHOULDER BUILD-UP (MILLED AC)	L.F.T		\$ -	\$ -	-
203013	SHOULDER BUILD-UP (COMPACTION)	HOUR		\$ -	\$ -	-
404011	BITUMINOUS TACK COAT	TON		\$ -	\$ -	-
404016	APPLY BITUMINOUS TACK COAT	HOUR		\$ -	\$ -	-
404025	FCG (FOAT)	TON		\$ -	\$ -	-
404065	LOTTER MATERIAL	SQ.YD.		\$ -	\$ -	-
404282	ASPHALT BINDER (PG 76-16)	TON		\$ -	\$ -	-
406000	ASPHALT CONCRETE (MISCELLANEOUS PAVING) (FOR GUARD RAIL PAD)	TON		\$ -	\$ -	-
414040	ASPHALTIC CONCRETE FRICTION COURSE (ASPHALT-RUBBER)	TON		\$ -	\$ -	-
414042	ASPHALT RUBBER MATERIAL (FOR AR-ACFC)	TON	45	\$ 250.00	\$ 11,250.00	\$ 11,250.00
414044	MINERAL ADMIXTURE (FOR AR-ACFC)	TON		\$ -	\$ -	-
415004	ASPHALTIC CONCRETE (3/4" MIX) (END PRODUCT) (SPECIAL)	TON		\$ -	\$ -	-
416003	MINERAL ADMIXTURE	TON		\$ -	\$ -	-
5240125	MISCELLANEOUS WORK (COMPACTED MILLED AC TREATMENT)	SQ.YD.		\$ -	\$ -	-
				\$ -	\$ -	-
				\$ -	\$ -	-

ADOT Cost Estimate Tool    Itemized Costs Estimate

New form added a second tab for an itemized Cost Estimate.

- Developed by the Offices of Senators Kelly and Sinema and is required for Congressional Directed Spending (CDS) applications.
- Form includes sections for Pavement Items, Roadway Items, Bridge Items, Drainage Items, ADA items, Loop Detectors, Traffic Items, Project Wide costs, and Other.

# Maps

There are two types of maps required with the Project Initiation packet.

## **Location Map:**

- Shows beginning and ending termini of the project

## **Functional Classification Map:**

- Available on the ADOT Webpage  
(<https://azdot.gov/planning/data-and-information/data-analytics>)
- Functional Classification Maps are approved by FHWA
- Should include the “Key” to identify the color definitions

# Project Establishment

- The ADOT LPA Section will send a “Project Establishment Letter” to Local Sponsors and copy Regional Planning Organizations, ADOT PM, and ADOT Technical Areas.
- The letter will include the the ADOT Project Number, Federal ID Number, Contact Information for the ADOT PM and Environmental Planner, and instructions on the next steps in the process.
- ADOT Project Numbers for local projects will usually start with a “T” followed by four digits and then three digit sub-phases. Sub-phases most commonly used include:
  - 01D for PDA fees (and/or Design if On-Call not being used)
  - 03D for Design (If ADOT On-Call is being used)
  - 01C for Construction
  - 01R for ROW
  - 01L for Studies & Scoping Only Projects PDA fees
  - 03L for Studies & Scoping Only (if On-Call is being used)
  - 01X for Procurement Materials
- This letter is the official hand-off to the ADOT PM who will schedule a pre-scoping meeting with the Local Sponsor to start the development process and to start the IGA process.



Enter Data:

Name of Requestor  
Title of Requestor  
Address  
City, State, ZIP

Dear Suffix Insert Last Name of Requestor:

Subject: Establishment of Federal Project Number and ADOT Project Number

The following Federal Project Number and ADOT Project Number have been established and should be used in any correspondence for this project.

Project Name/Location:	<u>Insert Project Name (as shown on TIP)</u>
Local Agency:	<u>Insert Sponsoring LPA</u>
COG/MPO TIP No.:	<u>Insert TIP Number</u>
ADOT ESTIP No.:	<u>Insert ESTIP Number</u>
Federal ID:	<u>Insert Federal ID Number</u>
ADOT Project No.:	<u>Insert ADOT Project Number (includes 610/030/010)</u>

Establishment of these project numbers initiates the Project Development Process. This is not an approval for funding. The Project Development Process typically takes 18 to 24 months to complete. The process requires completion and approval of the following submittal documents (as applicable):

- Executed Intergovernmental Agreement (IGA)
- Project Agreement (PA) or Design Concept Report (DCR)
- Required clearances (Environmental, Right-of-Way, Utilities and Materials)
- 10%, 60%, 95% and 100% stage submittals

AUGI can proceed with the request for authorization of construction funds from H-WA only upon completion of this development process.

The ADOT Project Manager assigned to this project is Insert Name of ADOT PM, (Area Code) Insert ADOT PM's Phone Number. The ADOT Environmental Planner assigned to this project is Insert Name of Env Planner, (Area Code) Insert Env Planner's Phone Number. Please note that Environmental Planners should only be contacted at this time for preliminary exploratory environmental questions, no funding has been obligated for in-depth environmental consultation services.

Sincerely,

Mark Henige  
Program Manager  
ADOT Local Public Agency Services  
265 S. 17th Avenue, Mail Drop EM11  
Phoenix, AZ 85007

CL, COG/MPO, MPO, FMO, District, JPA, EPA, ROW, PFO, Resource Admin, Project Accounting, BECO

- Does not authorize work to begin, only initiates the Project Development Process.
- Establishes project in ADOT System.
- Shows assigned ADOT Project Number.
- Shows ADOT PM and Environmental Planner assigned to the project and their contact information.

# Intergovernmental Agreements (IGA)

- ❑ Process can take 3 to 6 months.
- ❑ ADOT PM assigned to the project will initiate an IGA.
- ❑ ADOT JPA Section staff will draft the IGA and coordinate the execution of the IGA.
- ❑ Once an IGA is executed, ADOT PM will request an invoice be sent to the Local Sponsor for local contributions, as applicable.
- ❑ Once local funds are received, the ADOT PM will request a Task Order to procure a Consultant to begin the Final Design.





# IGAs for CA Agencies

The Certification Acceptance Agreement typically serves as the “IGA” for CA Agencies.

Exceptions include:

- ☐ Advance Construction Projects **and** Federal-aid funding is over \$10M
- ☐ Project is in ADOT Right of Way
- ☐ ADOT is administering a federal-aid funded phase on behalf of the CA Agency.

If any of these exceptions occur, the ADOT PM assigned to the project, will initiate an IGA on behalf of the CA Agency.



# ADOT Project Development Administration (PDA) Fee

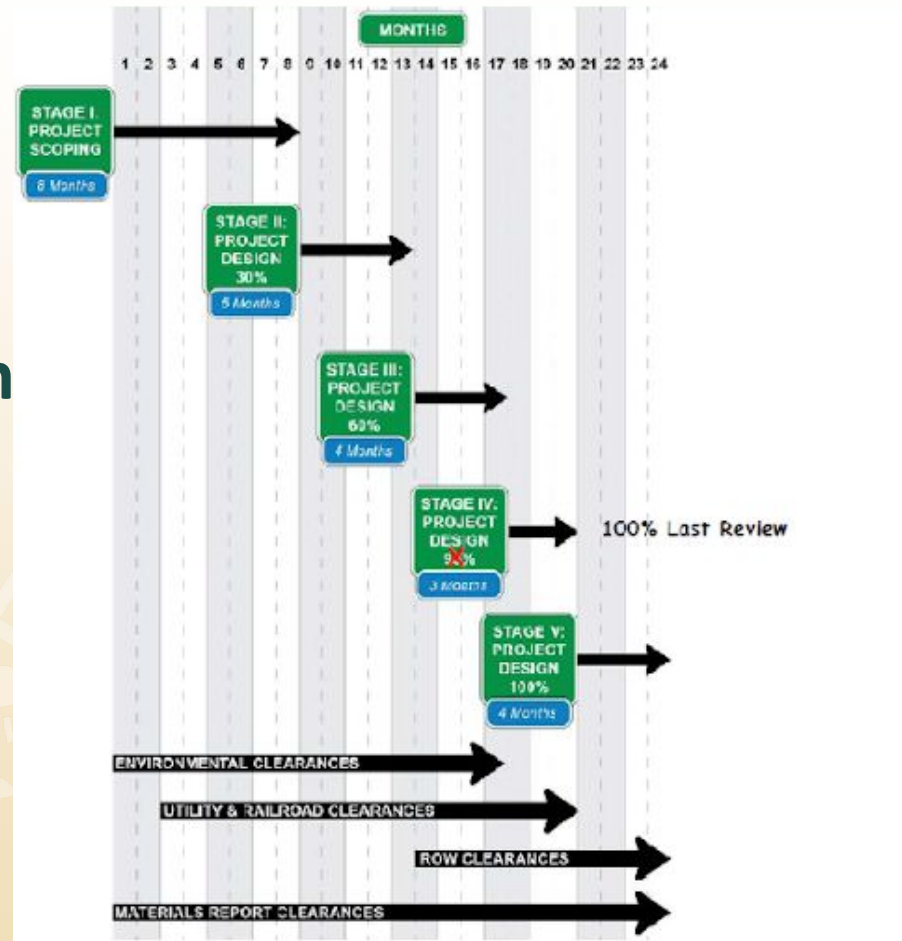
Before any work can be done on a project, the ADOT PDA fees must be collected so that ADOT PM and Technical Areas can charge for administrative time spent working on projects.

**CA Agencies:** This amount is typically \$10,000, but can differ depending on the size and scope of a project.

**Non-CA Agencies:** This amount is typically \$30,000, but can differ depending on the size and scope of a project.

Once all fees are collected, the ADOT PM will request project establishment with the Project Review Board (PRB) and request authorization of federal funds.

# Federal-Aid Process Development/Design 18-24 Months



# Stage II: 30% Stage Submittal



*Changes in project scope can significantly impact the environmental process and require a need for re-evaluation, which can cause time delays and increase the project cost.*

- Environmental analysis and utility coordination may be in process.

# Stage III: 60% Stage Submittal



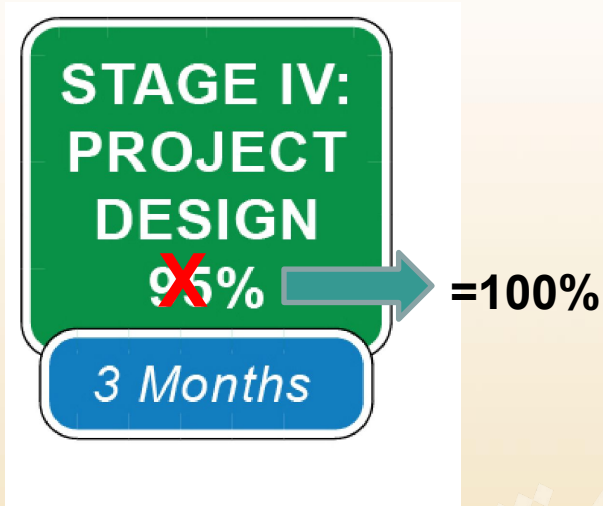
Design can proceed up to 95% with ADOT PM approval; National Environmental Policy Act (NEPA) requirements have to be satisfied.

## In Process:

- ☐ Right of Way (ROW)
- ☐ Utility/Railroad

*Plans are being refined in this phase. The “footprint” is set.*

# Stage IV: 95% Stage Submittal



- Environmental Process complete.
- Utility/Railroad and ROW working to be cleared
- 100% Plans – “Final Review”

*During this phase, Local Sponsors coordinate with Utility companies to define how utility conflicts will be resolved.*

# Stage V: 100% Stage Submittal



*Cost incurred PRIOR to authorization are NOT eligible for reimbursement.*

100% Plans “Final Sealed”  
(No further reviews)

Specifications & Estimate (PS&E)

- ☐ Complete:
  - Environmental NEPA Approval
  - ROW
  - Utility/Railroad
  - Materials Memo
- ☐ Funding Authorization \$\$\$
- ☐ Project is advertised



# Construction Phase



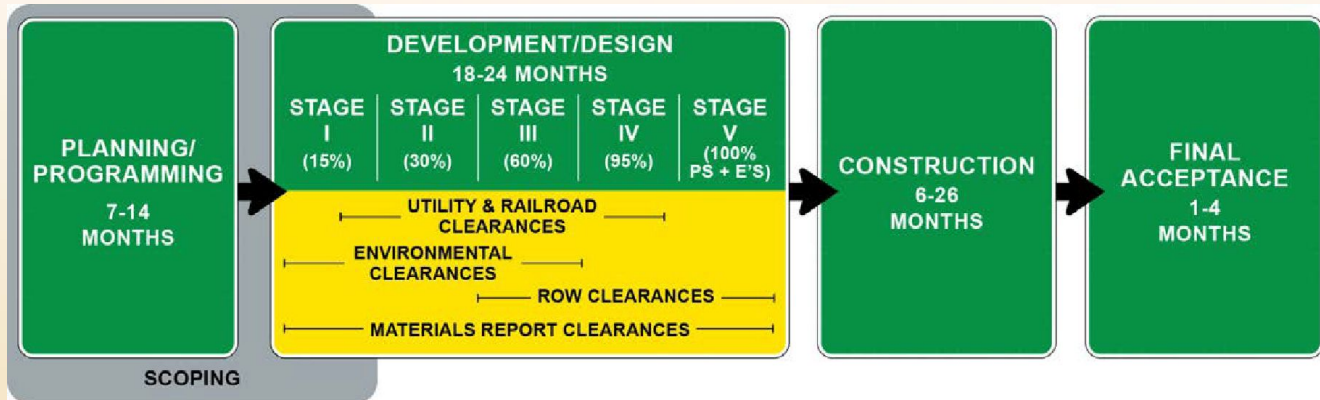
- ❑ Award
- ❑ Construction Administration
- ❑ Construction Oversight
- ❑ Mitigation

***ADOT is responsible for ensuring that Local Public Agencies are in compliance with:***

- ❑ *All federal procurement requirements*
- ❑ *Providing adequate inspection & supervision*
- ❑ *Meeting FHWA closeout requirements*
- ❑ *Environmental commitments implemented and tracked.*

# Closeout/Final Acceptance

A final walk-through and inspection by ADOT, and occasionally FHWA, is conducted to evaluate compliance with contract documents and federal-aid requirements.



The project is not closed until FHWA records the final voucher payment.

# Questions?



# ADOT LPA Section Contacts/Resources

LPA Section Email: [LocalPublicAgencySection@azdot.gov](mailto:LocalPublicAgencySection@azdot.gov)

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**Chandra McMillan**

Project Coordinator

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(602) 712-8427

**LPA Section Website**

<https://azdot.gov/business/programs-and-partnerships/local-public-agency>

(Azdot.gov- Business- Programs and Partnerships- Local Public Agency Section)

- ❖ Certification Acceptance (CA) Information
- ❖ Project Initiation
- ❖ Federal Aid Program Overviews
- ❖ Communication Bulletins
- ❖ EDC Stakeholder Meetings
- ❖ Training Resources
- ❖ Resource Materials (LPA Manual, CA Manual)
- ❖ Links to other ADOT Technical Group Pages

**Federal-aid Essentials for Local Public Agencies**

<https://www.fhwa.dot.gov/federal-aidessentials>